

TIPS TO HELP  
**BUY • SELL • MOVE**  
A MANUFACTURED HOME



STATE OF WASHINGTON  
DEPARTMENT OF COMMUNITY,  
TRADE AND ECONOMIC DEVELOPMENT

**OFFICE OF  
MANUFACTURED HOUSING**

## TIPS TO HELP **BUY • SELL • MOVE** A MANUFACTURED HOME

Each city or county within Washington State has requirements that a homeowner must complete when they buy, sell, or move a manufactured home. Since each city or county can establish their own regulations, the following lists will vary from jurisdiction to jurisdiction.

**To be sure a homeowner is aware of all the requirements, they need to contact the local governments in both current and future home locations before moving the home.**

To find a qualified, insured, bonded transporter start with referrals from friends or relations that have had their home moved successfully. Manufactured Home Transporters are also listed in the yellow pages of your telephone directory. Obtain written bids from several transporters that you can work with. Have each transporter provide references and contact them. Moving a manufactured home requires certain permits. Many transporters include obtaining these permits, and their associated fees, in the cost of moving a home. A homeowner must verify what costs are included in the transporter's estimate before signing a contract. It may be appropriate to add to the contract *"All work required for transportation (and/or installation) is included and no additional costs will be allowed."* Often the transportation and the installation of a home are accomplished by the same contractor.

A Washington State certified installer shall be on site to supervise all phases of installation (RCW 43.63B, 1994). To verify if the person installing your home is certified, ask to see a WAINS card. You can also obtain installer certification information by calling the Office of Manufactured Housing at 1-800-964-0852 or by computer through the web site at <http://www.oed.wa.gov/omh/>.

All manufactured housing installations must be inspected by your local building inspector.

### NEW MANUFACTURED HOME PURCHASE

- Parcel number (Assessor)
- Title (Assessor)
- Sales Tax, paid by purchaser (Auditor)
- Tax I.D. number (Assessor)
- Over-width Moving Permit (WA State Roads & Transportation)
- Installation Permit (Bldg. & Fire Safety)
- Building permits are required for most accessory structures. (Bldg. & Fire Safety)
- Health Permit (Envir. Health Dept)  
Health review is required to determine if the new unit location complies with health code.
- Encroachment Permit (WA State Roads & Transportation)

### PRE-OWNED MANUFACTURED HOME PURCHASE

#### Home will not be moved

- Title (Assessor)
- All taxes must be current (Treasurer)
- Sales Tax, paid by purchaser (Auditor)
- Excise tax paid, seller's responsibility (Treasurer)

#### Home will be moved *Within County*:

- Title (Assessor)
- Excise Tax Affidavit (Treasurer)
- All taxes must be current (Treasurer)
- Tax certificate for manufactured home movement (Treasurer)
- Sales Tax, paid by purchaser (Auditor)
- Installation Permit (Bldg. & Fire Safety)
- Building permits are required for most accessory structures (Bldg. & Fire Safety)
- Over-width Moving Permit (WA State Roads & Transportation)

#### Home will be moved *Out of County*:

- Title (Assessor)
- All taxes must be paid, plus advance tax (Treasurer)
- Tax certificate for manufactured home movement (Treasurer)
- Sales Tax, paid by purchaser (Auditor)
- Over-width Moving Permit (WA State Roads & Transportation)
- Installation Permit (Bldg. & Fire Safety)
- Building permits are required for most accessory structures (Bldg. & Fire Safety)
- Health Permit (Envir. Health Dept)  
Health review is required to determine if the new unit location complies with health code.
- Encroachment Permit (WA State Roads & Transportation)

#### Home will be moved *Out of State*:

- Title (Assessor)
- Excise Tax Affidavit (Treasurer)
- All taxes must be current (Treasurer)
- Tax certificate for manufactured home movement (Treasurer)
- Over-width Moving Permit (WA State Roads & Transportation)
- Sales Tax, paid by purchaser (Auditor)
- Verify with destination state for local requirements

Telephone numbers for the above listed offices are in your telephone directory under local or state government.

**Office of Manufactured Housing**  
PO Box 42525  
Olympia, WA 98504-2525

1 800 964-0852 Toll-Free within  
Washington  
or 360-725-2971